

# Meeting Minutes-State Interagency Team Meeting

Thursday, October 29, 2020

2:00-3:30

**Location:** Microsoft Teams

**Facilitator:** Diane Bugbee and Cheryle Wilcox

**Note Taker:** Cheryle

**Present:** Cheryle Wilcox, Laurel Omland, Diane Bugbee, Danielle Bragg, Karen Price, Alicia Hanrahan, Adam Poulin, Karen Bielawski-Branch, Amy Lincoln Moore, Amy Roth, Sandi Yandow, Melanie D'Amico

**Regrets:** Brenda Gooley, Auburn Watersong,

| Agenda Item   | Discussion Notes   | Next Steps  |
|---|--|---|
| <b>Welcome and Quick update on LIT Visits ~</b><br><i>Diane</i>   | <ul style="list-style-type: none"><li>We have put LIT visits on hold given the current circumstances. We let LITs know they can reach out if they would like us to come. St. Albans has reached out and a number of folks are attending their meeting virtually next week to hear from their LIT.</li></ul>  | Meeting is Monday, Nov. 2 <sup>nd</sup> from 1-2:30   |
| <b>Focus on System of Care Report 2021-COVID 19 Edition ~ Cheryle and Diane</b> <ul style="list-style-type: none"><li>Envisioning Two Parts to the plan, in an abbreviated form:<ol style="list-style-type: none"><li>Discuss PCG report to determine what/how to include info. in this report</li><li>COVID 19 Innovations and Creative Service Delivery ~ highlighting what worked well, what are we hoping to maintain, what else?</li></ol></li></ul> | <p>See attached DRAFT</p> <p>If you are adding also consider taking away other info. we want to keep this document at a place that isn't overwhelming and that will be useful.</p> <p>If you have updated data please do not feel like you need to figure out how to add it to graphs. Just send raw data to Diane and Cheryle who have the original documents and can edit.</p> | Please review DRAFT attached for next steps and information needed—<br>RESPOND with your sections by December 11 <sup>th</sup> to Cheryle and Diane |

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| <ul style="list-style-type: none"> <li>• Assign who will do which updates in the SOC report and determine deadline for submission</li> <li>• Target completion date-end of January 2021</li> <li>• We will be getting the Act 264 Board SOC recommendations by December 1, 2020</li> </ul> |  |  |
| <b>Wrap Up and Next Steps ~</b><br><i>Cheryle and Diane</i>  | <b>See you on Thursday, Dec. 17<sup>th</sup> from 2-3:30</b> |  |